



FINANCIAL INSTITUTIONS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT **CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FINANCIAL INSTITUTIONS, DEPARTMENT OF	RELEASE DATE:	Monday, January 11, 2010
POSITION TITLE:	DEPUTY COMMISSIONER OF FINANCIAL INSTITUTIONS, CEA 1	FINAL FILING DATE:	Monday, February 1, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	01112010_2

POSITION DESCRIPTION

Under the general administrative direction of the Chief Examiner, the Deputy Commissioner of Financial Institutions, Career Executive Assignment (CEA) 1, plans, organizes and directs the application, licensing, examination and enforcement functions relating to state-chartered financial institutions or other financial entities regulated by the Department of Financial Institutions (DFI).

The Deputy Commissioner of Financial Institutions actively supports the Department's leadership development program and creates an environment conducive to the retention and professional development of all employees. The Deputy Commissioner directs the work of an assigned staff in carrying out Department policies and administrative responsibilities and has supervisory responsibility for one or more Financial Institutions Managers overseeing licensee examinations and supervision within a prescribed region. The Deputy Commissioner engages in strategic planning and facilitates the collection and use of program performance data and performance metrics for budgetary and management information. The incumbent also coordinates the development of responses to issues of direct concern to the Office of the Commissioner. The Deputy Commissioner is a member of the Department's Executive Committee and other high level committees as assigned, develops policy and participates in policy making and procedural decisions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

ALSO, APPLICANTS MUST SATISFY THE FOLLOWING MINIMUM QUALIFICATIONS:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports and effectively contribute to the Department's EEO objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies (experience may have been paid or volunteer, in State service, other government settings or in a private organization).

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's

or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of the Department of Financial Institutions' programs, mission, values, policies, organizational structure, program functions and goals.
- Knowledge of Department's legislative, budget, personnel and special hearing processes and regulatory proposals.
- Demonstrated ability to work successfully with the public, high level licensee executives and within the State and Federal Legislative and Executive Branches.
- Possession of strong leadership skills and experience in change management, policy development and program administration.
- Demonstrated ability to communicate effectively with individuals and in large and small groups including presentations of findings to licensee Boards of Directors and/or executive staff, stakeholders, departmental executives, State executives and other governmental agencies.

- Knowledge of team development, strategic planning, performance management, organizational assessment, and the ability to observe and learn new trends affecting financial institutions.
- Ability to facilitate continuous improvement, by use of performance metrics and measurement tools, and project management techniques to develop and implement changes in departmental processes.
- Demonstrated leadership ability in motivating and leading a multidisciplinary team and/or managerial experience directing a multidisciplinary professional and administrative staff.
- Willingness to foster a work environment that enhances recruitment and retention.
- Knowledge of the DFI's licensee application process, policies and procedures.
- Demonstrated knowledge of risk management for financial institutions, and experience in disciplining, closing and liquidation of financial institutions.
- Ability to work effectively and cooperatively with Department licensees and industry trade associations.
- Demonstrated knowledge and understanding of California and federal law, regulations, policies and programs including the Government Code, the Financial Code and other applicable laws and regulations.
- Knowledge and understanding of State administrative and budget procedures, business organization and operations, project management and budgeting.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Please review the CEA class specifications at:
<http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY COMMISSIONER OF FINANCIAL INSTITUTIONS, CEA 1**, with the **FINANCIAL INSTITUTIONS, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will be a supplemental application and/or a structured interview and may include, but is not limited to, an assessment of the candidate's education, experience, knowledge, skills, and ability. Your performance in the examination will be compared with the performance of others who participate in the examination. All candidates who pass will be ranked according to their scores. A minimum rating of 70% must be attained to obtain list eligibility.

Each candidate will be ranked competitively and notified of his/her examination results in writing. Hiring interviews may be conducted with the most qualified candidates. The results of this examination may be used to fill subsequent CEA vacancies occurring within the next 12-24 months or a new examination may be scheduled.

FILING INSTRUCTIONS

Applications and a Statement of Qualifications must be postmarked or received by 5:00 p.m. on the final filing date. Questions concerning this examination should be directed to Carol Chesbrough, Chief Deputy Commissioner, at (916) 322-0282.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualifications, attach a copy of DD 214 or other official discharge documents.

Applications must be submitted by the final filing date to:

FINANCIAL INSTITUTIONS, DEPARTMENT OF, Examination Unit/Human Resources
1810 - 13th Street, Sacramento, CA 95811
Shelli Costa | 916-319-9114 | scosta@dfi.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCIAL INSTITUTIONS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>